

North Carolina State Surplus Property Agency

WHO TO CONTACT WITH QUESTIONS

In an effort to be more efficient and serve you better, we have developed a list of contacts to aid you in answering questions related to the disposal of your surplus property. Should you have questions related to the listed topics, please contact the appropriate person for a prompt and courteous response.

Should you have a question not covered by the topics listed, please contact the SSPA at 919-854-2160 and the receptionist will direct your call to a person that will be glad to assist you.

Financial and Political Inquires

For questions related to:

- Issues with Political Impact
- Financial issues
- Business issues
- Personnel or customer service issues
- Contract Oversights

Robert Riddle, Surplus Property Officer
919-854-2162
<mailto:robert.riddle@doa.nc.gov>

Special Disposal Methods and Approvals

For questions related to:

- Trade-ins for surplus equipment
- Conducting a local Yard Sale
- Scrap metal and other recyclable sales
- Landfill disposal request
- Sale or trade-in of firearms

Karen Routh, Assistant Surplus Property Officer
919-854-2240
karen.routh@doa.nc.gov

SSP Admin Services

For questions related to:

- Training classes on "How to use the SSP Surplus Database"
 - First time user or refresher training
- The SSP Surplus Database
 - Resetting SSP Database Passwords

Setting up new users
Deleting unauthorized users
Updating agency or any of your user's information

Karen Routh, Assistant Surplus Property Officer
919-854-2240

karen.routh@doa.nc.gov

or

Determining if payment has been received from the buyer of surplus property
Determining if a buyer has defaulted on property at your location
Notarized authorizations to pick-up property on someone else's behalf

Betsy Finch
919-854-2238

betsy.finch@doa.nc.gov

Kelly Boyd
919-854-2161

kelly.boyd@doa.nc.gov

Kelli Hyde
919-854-2160

kelli.hyde@doa.nc.gov

or

Advertising a building to be demolished
When your property will be scheduled to be advertised on bid
Re-advertising property that did not sell at your location
Changes to a description prior to an advertisement being published to the web

Betsy Finch
919-854-2238

betsy.finch@doa.nc.gov

Vehicles

For questions related to:

How to write a good description for a surplus vehicle
How to format and submit pictures of your vehicles to be sold at your location
Completing an odometer statement
Scheduling the delivery of surplus vehicles
Negotiated sales between agencies for surplus vehicles
 Obtaining vehicles you have located at another agency or in the classifieds
 Establishing a fair market price for vehicles when selling to another agency
Salvaging a wrecked vehicle
Settling insurance claims for total loss vehicles
Trade-ins for surplus vehicles

Brian Poe, Vehicle Sales Manager
919-854-2167

brian.poe@doa.nc.gov

Michael Gwyn, Vehicle Assistant
919-854-2168

Michael.gwyn@doa.nc.gov

Miscellaneous Property

For questions related to:

How to write a good description for surplus miscellaneous property
Negotiated sales between agencies for miscellaneous surplus property
Establishing a fair market price for miscellaneous property when selling to another agency
Obtaining miscellaneous property you located at another agency or in the classifieds

Mike Coats, General Property Warehouse Manager
919-854-2166
mike.coats@doa.nc.gov

Branden Jones
919-854-1283
Branden.jones@doa.nc.gov

or

How to format and submit pictures of your miscellaneous property to be sold at your location
Obtaining labels for surplus property
Scheduling property pick-ups in the Raleigh, NC State Government Complex area
Scheduling deliveries of miscellaneous property to the SSPA warehouse

Branden Jones
919-854-1283
Branden.jones@doa.nc.gov

Mike Williams
919-854-2242
Michael.williams@doa.nc.gov

Surplus Computers

For questions related to:

How to obtain free computer parts for your agency from computers turned in for recycling
How to write a good description for surplus computer equipment
How to palletize computers and monitors for delivery
Scheduling deliveries of computer equipment to be delivered to the Computer Warehouse

Stan Black, Computer Recycling
919-733-2256
stanley.black@doa.nc.gov

Special Sales and Contracts

For questions related to:

Contracts for recycling
Timber Sales
Pine straw sales
Contracts for items of large and/or recurring quantities (Scrap/Recycling)

Stan Black, Special Sales Coordinator
919-733-2256
stanley.black@doa.nc.gov

Surplus Division Fiscal

For questions related to:

Transfer of funds for the sale of surplus property
Reports related to the Sale or Transfer, Recycle and Trashing of surplus property
Fiscal reporting for SSP Off-site Retail Stores
Fiscal Reporting for Yard Sales

Accounts Receivables and Payables
Electronic and Intergovernmental
Reimbursements
Fund transfers to agencies
Adjustments
Establishing a Retail Store

Ronda Guy, Financial Officer, Division of Surplus Property
919-854-1285
ronda.guy@doa.nc.gov